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APPROP (Budget)

Approved For Release 2001/07/28 : CIA-RDP63-00314R000100020010-0

7 December 1960

MEMORANDUM FOR: Chief, Cartography Division  
Chief, Geography Division  
Chief, Map Library Division

SUBJECT: 1960 Budget Briefing Paper

1. Each year the Office is required to prepare a briefing paper to assist the DD/I in defense of our budget before representatives of the Bureau of the Budget and members of the Appropriations Committee of the House of Representatives. The briefing paper to be prepared at this time will be used in support of our FY 1962 budget requirements and will refer in large part to developments during Calendar Year 1960, but will also include a discussion of important new developments which are anticipated for 1961.

2. It is requested that you revise that portion of the 1959 briefing paper pertaining to responsibilities in your Division. (Three copies of this paper were sent to each Division at the time of its publication in February 1960, and should be available in your files.) It has been suggested that the 1959 Briefing Paper should be followed closely with respect to format and that, where appropriate, identical wording may be used. It is my feeling, however, that some improvements in presentation or a difference in emphasis can be achieved by a re-write.

3. The Geographic Area has been requested to provide information for Tab B, Tables 1, 2, 3, 4 and 5. Would you please refer to the organization of these tables and provide the information for which you are responsible.

4. We have also been requested to provide current highlight statements or examples of important accomplishments during 1960 for Tab D. In general, these statements should be one or two paragraphs and no longer than one page in length.

5. All statistics should cover Calendar Year 1960 and status reports should be as of 31 December 1960.

6. Since the final compilation is due to St/A no later than COB, 6 January 1961, I must have your contributions in my office by Noon, 4 January 1961.

Distribution:

- 1 - Each Division Chief
- 2 - Ch/G

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Chief, Geographic Research

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